



JOB DESCRIPTION

Trust Executive Assistant

Responsible to:	Board of Trustees & CEO
Salary:	Grade 16 SCP 46 £57,201 - Grade 17 SCP 53 £65,025
Hours:	36 Hours Full time - Hybrid Monday and Tuesday in the office (Bourne House)
Liaison with:	All Trust Staff Outside Agencies
Purpose of the Job:	To manage the Board of Trustees schedules and plan their meetings. Be responsible for all strategic administrative work to ensure the provision of an efficient and effective service to the school.

Key Responsibilities

- Governance professional lead
- Trust Administration including policy suite management
- Strategic management of google drive
- Oversight of landing pages
- Oversight of system administration (SAMpeople, Every & Arbor)
- Operational management of school administrators
- Marketing directly linked to pupil numbers
- Communication including trust lead for website and external comms

Duties

1. Be the Trust lead for all governance at both Trust and School level, providing strategic and operational governance support
2. Act as an advisor to the Board of Trustees on all issues relating to corporate and local governance, ensuring The Beckmead Trust's corporate affairs are delivered to the highest standards and probity and according to statutory and legislative requirements.



3. Together with the Chair and executive lead, ensure that the Board of Trustees are properly constituted, operated and supported.
4. Keep up to date with current educational developments and legislation affecting academy governance.
5. Develop new and revise existing policies and prepare them for presentation to The Board of Trustee, this will include managing the entire suite of policies across the trust
6. Identify training needs of administrative staff and arrange relevant CPD
7. Conduct regular team meetings with the administrative staff to ensure they are kept up to date with new or amended systems - arrange CPD as appropriate.
8. Organise, maintain and optimise the use of the Google Drive to enhance productivity, collaboration and data security
9. Working with the director of people and communication, leading the marketing strategies for The Beckmead Trust to include competitions, funding & maintain the Trust's reputation.

The Beckmead Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

(This job description does not form part of the contract of employment. it describes the way the post-holder is expected and required to perform and complete the particular duties as set out above.)

Date of Issue: 28th August 2024